



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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## CULTURAL AFFAIRS PROGRAM MANAGER

### \$64,078.92 - \$103,495.59 ANNUALLY

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**DESCRIPTION OF DUTIES:** This is a responsible professional position organizing, planning, strategizing, facilitating and directing the activities of the City of Miami Beach's cultural programs, facilities and Cultural Arts Council. The employee in this classification is responsible for addressing and coordinating the overall policy to satisfy the need for accessible, affordable spaces for the performing arts, as well as serve as liaison between the Cultural Arts Council and Fine Arts Board and City government in the administrative areas of technical research, special reports, agenda preparations, and public information presentations. Work includes developing short and long term opportunities to sustain and support the growth of the City's not-for-profit cultural organizations through marketing programs, cultural arts grants programs, advocacy, revenue development, and the development of cultural facilities to stabilize and encourage the growth of Miami Beach's cultural community.

**EXAMPLES OF ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:** Oversee the Cultural Grants Program, develop and implement joint marketing campaigns to promote the image and awareness of Miami Beach, prioritize long range issues affecting Miami Beach's cultural growth and forge partnerships to address them, identify and implement strategies for revenue development, develop budget(s) as appropriate; conduct research and prepare documentation, detailed reports, memoranda and correspondence.

**REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's degree in business, Arts or Management related field and three (3) years relevant experience. Six years relevant experience may substitute for Bachelors Degree. Relevant experience includes working with facilities, budgets and staff management, including the management of committee meetings and professional arts administration.

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Send **2** Detailed Resumes  
by close date to:

**NO FAX ACCEPTED**

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139

**ATTENTION: CAPM-ANN**  
**EMAIL: [jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)**

CLASS NO: **1035**  
UC NO: **0527UO**